**Vermont Primary School Acceptable Use Policy 2014**

**Internet, ICT and IT Equipment**

At Vermont Primary School, all digital devises (iPads, laptops, desktops) are to be used in a responsible, educational, ethical and legal manner. ICT provides a rich and flexible learner-centred environment in which students can experiment and take risks when developing new understanding. Its extensive capabilities allow students, by visual coding and representing their thinking, to clarify thoughts, and to identify patterns and form relationships between new and existing knowledge.

**AT VERMONT PRIMARY SCHOOL RESPONSIBLE USE OF THE INTERNET, EMAIL and IT EQUIPMENT INCLUDES:**

***Internet and IT Equipment***

* Only work on the web for purposes specified by my teacher;
* Using the Internet and IT equipment for educational purposes only;
* Only work on the web with a teacher present;
* Do not give out personal information (use school information with approval by a teacher) such as my surname, address, telephone number, parents’ work address/telephone number;
* Never send a person my picture without first checking with my teacher, use an avatar instead;
* Do not use material from other web sites unless I have permission from the person who created the material. Reference any material copied/downloaded from the internet (web address, date, title) and filter for your own understanding;
* Do not use the Internet to frighten or annoy another person;
* Follow school guidelines and procedures when preparing materials for publication on the web;
* Never create logins to internet sites using other **peoples’ names and details;**
* All documents and files to be organised with appropriate file management;
* Respecting the equipment provided for use, such as packing up and putting equipment away ready for the next class.

***VPS Email***

* Only use my VPS student email account for education purposes only;
* Always have my teacher’s permission before sending an email using my VPS student email account;
* Compose email messages using only language I understand is acceptable in my school;
* Do not respond to any messages if sender is unknown and immediately report to the classroom/ICT teacher if this occurs;
* Do not disclose passwords.

***Cyber bullying is a major concern for out students in this digital age and Vermont Primary School addresses this issue through education in classroom and ICT activities, ensuring a solid understanding of nature, reasoning and consequences.***

**UNACCEPTABLE USE OF THE INTERNET, EMAIL and IT EQUIPMENT INCLUDES:**

* Using profane, obscene, or other language which may be offensive to others in any form of electronic communication;
* Copying commercial software in violation of copyright laws, such as downloading music, videos or other digital files;
* Using other person's passwords to gain use to their material or email facilities;
* Accessing sites contrary to teachers' instructions;
* Looking for anything that is illegal, dangerous or offensive;
* Claiming the work of others as own (plagiarism);
* Attempting to log into any forms of social media not approved by the school;
* Customising computers in breach of the established school image;
* Causing damage to IT equipment due to careless behaviour.

As the Internet gives access to information and computer systems around the world, users, and parents of users, need to understand that neither Vermont Primary School nor any staff member controls the content of the information available on those other systems. The Department of Education and Early Childhood Development has provided all state schools with EduStar, a system containing network filets to ensure safety and the minimisation of inappropriate content Vermont Primary School will not condone use of material, which is controversial or offensive. Access to the Internet carries responsibilities that should be observed at all times by all users.

**POLICY BREACHES**

Any breaches of the Vermont Primary School acceptable use Policy will result in students school account privileges being withdrawn for a period of time deemed appropriate by the classroom/ICT teacher, Principal, parent and student.

# Student Name: ………………………………………………………………………………………Student Grade: …………………………

Student Signature:……………………….…………………………………..…………………….. Date:……………………………..……….

# Parent/Guardian Agreement

I agree to ……………………………………………………………… using the Internet at school for education purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimize risk of exposure to unsuitable material. I will contact my child’s teacher directly if I have any concerns regarding issues as outlined in this policy related to any student at Vermont Primary School

Parent/Guardian Name(s):……………………………………….……………………………………………………………………………

Parent/Guardian Signature(s):……………………………………………………………………………Date:……………………………..